accounting - 10

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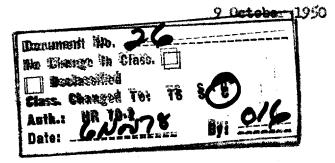
IR-1-2938



MEMORANDUM FOR: Deputy Director

SUBJECT

: Financial Reports



- 1. Wonthly reports of Agency financial activities, by object class, have been submitted to the Director as indicated below:
  - a. Over-all report with broad detail for vouchered funds and lump sum statement for unvouchered funds.
  - b. Detailed report, similar to that attached, on unvouchered funds.
  - 2. Identification of object class symbols:

01 Personal services

02 Travel

03 Transportation of things

Ol Communication services

05 Rents and utility services

06 Printing and reproduction

07 Other contractual services

08 Supplies and materials

09 Equipment

10 Lands and structures

- 3. General check on availability of funds, legality of utilization, and allocation control to avoid over obligation is provided by:
  - a. Allocation, survey and periodic adjustment by the Budget Officer.
    - b. Regular audit procedures within Fiscal Divisions.
  - c. Continual audit, particularly of unvouchered funds transactions, by the Audit Division of the Inspection and Security Staff.

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4. It is recommended that these reports be discontinued, and that the budget data contained in the monthly summary of operations furnished to the Director and Deputy Director be expanded to the extent desired by those officials to provide a graphic presentation of essential budget information.

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Acting Executive

E:LTS:laq Exec. chrono

NOTE: Attachments referred to in par 1.b. are as follows: TS-025276 & TS-32103. The TS documents were not actual attachments but were presented with the memorandum.